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TOWING ADMINISTRATION ADVISORY COMMITTEE MEETING SUMMARY DRAFT FINAL

July 25, 2023 • 3:30 PM – 5:00 PM

Zoom Meeting Call

Subcommittee Members	Position	Affiliation	Present
Donny Callahan	Chair	Gerlock Towing	Yes
Steve Koester	Committee Member	Port of Portland	No
Amelia Brown	Committee Member	Portland Police Records	Yes
Francis Cop	Committee Member	Multnomah County Sheriff's Office	No
Ae Young Lee	Committee Member	Member-at-Large	Yes
Scott Bradley	Committee Member	Member-at-Large	No
Robert Riscoe	Vice-Chair	ODOT	Yes
Eric Chitoubol	Committee Member	City of Portland Fleet Services	Yes
Kerensa Mauck	Committee Member	Multnomah County Fleet Services	No
Todd DeWeese	Committee Member	Bureau of Emergency Communications	Yes
Devin Edwards	Towing Company	Speeds Super Tow	Yes
Clark Tenny	Towing Company	21 Century	No
Mark Williams	PBOT	Interim Parking and Regulatory Group Director, PBOT	No
Csilla Wischner	PBOT	Regulatory Division	Yes
Tim Moore	PBOT	Towing Administration	Yes
Matthew Erickson	PBOT	Regulatory Division	No
Glen Fullilove	City Attorney	City Attorney's Office	No
Tracy M. Smith	Facilitator	Inhance LLC	Yes
Camerina Galvan	Notetaker	Galvan Consulting LLC	Yes
Vacant	PBOT Parking Enforcement		N/A

Subcommittee Members	Position	Affiliation	Present
Vacant	Member-at-Large		N/A
Vacant	Member-at-Large		N/A

OTHER ATTENDEES: James Jerome, Northwestern Towing; Mike Porter, Newhouse Towing; Paul Walters, Northwestern Towing

WELCOME AND INTRODUCTIONS: TRACY M. SMITH, FACILITATOR

- Donny Callahan called the meeting to order at 3:34 PM.
- A quorum was met at 3:35 PM.

PUBLIC COMMENTS: DONNY CALLAHAN, CHAIR

- No public comment.

PBOT UPDATES: TIM MOORE, PBOT

- **Ombuds Office: Contract Recommendations Verbiage:** In response to the first recommendation, the contract gives PBOT authority to audit records, and since these types of complaints are rare, PBOT will not add new language to the contract. PBOT staff will complete courses in Oregon lien and collection laws. In response to the second recommendation, the ability and authority already exist in the contract. PBOT can update an initial process.
- **Contract RFP Process:** The applications have been scored and made public. PBOT is drafting offer letters and editing the district map.
 - Paul Walters asked if the scoring metrics could be shared with each towing company that applied for the RFP.
 - **ACTION ITEM:** Tim Moore will follow up with Nichelina Almirol-Robbins regarding the possibility of tow companies receiving the RFP scoring metrics and their score.
- **City Service Fee Increase:** The service fee increased to \$50 per tow to cover the new hardship fund. Agencies will start paying a \$5 fee. The program will begin when the new contract is signed in August or September 2023. City-collected fees that cover budget items can increase.
- **PPI Towers:** The current tracking PPI tows module could be more efficient. PBOT wants to ensure that all check-in and release procedures are done correctly and that the necessary tools are available. PPI towers will receive a warning letter in the coming days.

ANNOUNCEMENT FROM COMMITTEE MEMBERS: DONNY CALLAHAN, CHAIR

- Amelia Brown shared that Portland Police Bureau has implemented a VIN Inspector. There is a backlog of VIN inspections. The process will be coordinated through the officers on the scene and AutoReturn or Aries. The VIN Inspector will also receive a list of needed inspections.

APPROVAL OF 06/27/2023 MEETING SUMMARY: DONNY CALLAHAN, CHAIR

- Devin Edwards moved to approve the minutes. Eric Chitboubol seconded it.

- Approved: Final draft June 27, 2023, Meeting Summary.
- Camerina Galván reported on Action Item 37. Geoff Bowyer communicated via email that he is still awaiting a response from the Washington State Department of Transportation.
 - Paul Walters reported that Washington State tow companies run code and blue lights down the freeway.
 - PBOT has no authority since they are not contracting with those companies.
 - Rob Riscoe has had a conversation with law enforcement. Enforcement will not be done at the ground level. He feels this will have to be a high-level discussion.

DISCUSSION: TOPIC SUBMISSION: STATE OF OREGON LIEN LAWS: MIKE PORTER, NEWHOUSE TOWING

- Mike Porter reported that vehicles can be stored anywhere if sold in the county from which it was towed.
- No further discussion is needed.

ACTION ITEM: TOPIC SUBMISSION: MINIMUM EQUIPMENT STANDARDS FOR CLASS B & C TOW TRUCKS: DONNY CALLAHAN, CHAIR

- PBOT will include additional equipment standards in the new contract. As stipulated in the contract, PBOT expects a tower to show up at a scene with the necessary equipment to conduct a tow safely. Towers should communicate with PBOT or officers on the scene when they've requested equipment that is not satisfactory or if the situation is dangerous.
- Final edits are being made to the contract this week. Contract offers will be delivered in early August 2023.
- James Jerome shared in the chat, "Can't the other contractors police themselves? The point is to work together?" Tim Moore responded that towers are professionals and should communicate if they cannot complete a tow.
- Paul Walters asked in the chat, "Do you know how Class C will work?" Will it be city-wide and based on equipment and go through a rotation, or will it be by area? Tim Moore responded that it would be city-wide and based on equipment. Few applicants have the equipment to be a Class C tower.
- Paul Walters asked if there was a qualifier for the number of trucks to be a primary Class C, or did you have to apply to be a secondary specifically? Tim Moore responded that it could be either. One tower applied to be only secondary.
- Paul Walters asked if they don't meet the qualifications, would they be considered secondary? Tim Moore responded that due to resource constraints, several towers are primary and will share the rotation city-wide. The secondary rotation starts if no drivers or trucks are available after the rotation. The second rotation is not automated; PBOT manually calls tow companies.
- Donny Callahan feels the city is moving in the right direction regarding standards.
- The item will be discussed further at the next meeting.

DISCUSSION: TOPIC SUBMISSION: ADD CONDITIONS FOR ELECTRIC VEHICLE (EV) STORAGE TO THE CONTRACT: DONNY CALLAHAN, CHAIR

- Donny Callahan has yet to hear back from his California contact. He attended a towing event in Washington. There is concern that the industry is not moving in the right direction as EV usage

increases. He urged the committee to find a solution, such as creating a vault within the city contract or each tower building a vault in its yard. If the latter, a rate increase will need to be considered since the vault will be dead space in the yard and incur costs. Another possibility is for the city to build a vault at the Portland Fire and Rescue Training Facility.

- **ACTION ITEM:** Donny Callahan will continue to gather information from California and Washington.
- The direct effect on the citizen will be minimal. Devin Edwards feels the insurance will cover the EV storage and hazard, but the contract doesn't allow towers to charge additional costs.
- James Jerome shared that he has ordered a vault, and it is costly.
- The item will be discussed further at the next meeting.

DISCUSSION: TOPIC SUBMISSION: RV IMPOUNDS AND DISPOSAL: PAUL WALTERS, NORTHWESTERN TOWING

- Tim Moore shared that PBOT is working on a solution. He forwarded the information shared by Paul Walters to management. These situations are rare, but it's a huge cost issue when they do happen. PBOT is having difficulty figuring out what qualifies and writing the right policy. The goal is to remove junk vehicles from the road.
- Tim Moore encouraged towers to communicate and share ideas with him when this situation arises.
- The item will be discussed further at the next meeting.

DISCUSSION: TOPIC SUBMISSION: PPI RATE UPDATE: MICHEAL COE, RETRIEVER TOWING

- Tim Moore shared that the codes dictate the rates, and PBOT is working on updates. Some codes are too strict, and others are too lenient. PBOT wants to find the right balance. PBOT will work on code revisions over the next several months and work with the Tow Administration Advisory Committee for input on certain items. There is interest in PPI rate increases. It will require the committee to present a recommendation approved by the city council.
- Tim Moore encourages the committee to make formal recommendations to the Bureau Director. The Tow Administration Advisory Committee can establish a Rate Subcommittee if they have the capacity.
- Michael Coe did not share an attachment after several prompts and was absent from the meeting. The committee could not discuss his proposal.
 - **ACTION ITEM:** Donny Callahan will contact Micheal Coe and invite him to the next meeting.
- The topic submission form was fixed. Attachments can now be submitted.
- The item will be discussed further at the next meeting.

THE MEETING WAS ADJOURNED AT 4:27 PM.

NEXT MEETING: The next meeting will be Tuesday, August 22, 2023, 3:30 PM – 5 PM.

Submitted by Camerina Galván, Notetaker, Galvan Consulting LLC.